

No.A4-14968/TC/98

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Date: 16.10.1998.

From

K.J.Joseph, IPS.
Additional Director General of Police,
Transport Commissioner.

To

All Deputy Transport Commissioners/
All Regional Transport Officers/
All Sub Regional Transport Officers.

Sir,

Sub:- Correspondence - Signature in red/green ink -
reg.

It is instructed that correspondence addressed to
higher officers^(offices) should not be signed in red/green etc. ink.
The signature should be in blue/blue black etc.

This instruction may be complied with strictly by
all officers in this department.

Yours faithfully,
sd/-
Transport Commissioner.

Copy to: Secretary, STA, Sr.DTC (Tax) AC/FO/LO/SC/TA
Asst.TC, who are requested to ensure compliance
of this by all concerned.

Approved for issue


Administrative Officer.


mn.20.10.